

# Character Reference Request

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a character reference on my behalf for [specific purpose, e.g., a job application, court proceedings, etc.]. Your insight would be invaluable to me, given our [mention relationship, e.g., "previous collaboration", "years of friendship", etc.].

As you know, I [briefly explain your background and potential situation requiring the reference], and I believe that your perspective on my character and abilities would greatly support my application.

If you are willing to assist me, I would be happy to provide any additional information that you may need to make your letter specific and strong. Thank you very much for considering my request.

Warm regards,  
[Your Name]